****

**ALAN**

[**ALAN.351884@2freemail.com**](mailto:ALAN.351884@2freemail.com)

**Objective**

To work in a competitive and challenging environment, contributing to the best of my abilities towards the growth and development of a progressive company, make optimum utilization of my interpersonal and academic skills to pursue a challenging and rewarding career.

**Professional Experience**

**Accountant (Byrne Modular Building Co. LLC & Byrne Drilling Est.) October-2015-Present**

**Byrne Modular Building** (BMB) prefabricates modular building, accommodation containers, pre-engineered steel buildings, potable cabins. These modular buildings can be easily erected, dismantled and transported.

**Byrne Drilling Est**, (BDE) A drilling work over and well intervention company, was formed in 1987 by a group with extensive experience in the techniques of work-over and well services - expertise that sets Nordic apart from any other company in the Middle East.

Our highly motivated, experienced crews operate the most innovative Drilling & Work Over Rigs, Snubbing Units, Coiled Tubing units, Nitrogen & Fluid Pumping Equipment and thru-tubing intervention tools available in the industry today

**Responsibilities**

* Manage day-to-day general accounting operations for General Ledger, P&L, Balance Sheet, A/R, and A/P, Banking matters.
* Prepare cash and bank receipts and payments vouchers and manage petty cash.
* Maintain the Fixed Asset and associated depreciation schedules for passing General Journal entries; ensure proper recording of new purchases and disposals.
* Prepare salary in WPS system and Maintain Payroll and employees medical and end service benefits.
* Collaborate with accounting team to support various accounting projects and activities, financial status and analyses and reports for Board of Directors.
* Carry out reconciliations of Bank accounts, general ledgers, and sub-ledger, receivables, and payables.
* Provide financial information for business analysis and auditing. Process payments to vendors in an accurate and timely manner as per company’s standard policies and procedures.
* Review and follow up discrepancies related to Vendors, Clients Invoices, logistics, Pricing, Payments, and escalate with higher authorities for quick solutions. Corresponding with Vendors and respond to inquiries.
* Prepare Invoices, Sales report, quotation, MIS report ,cash flow statement
* Perform account reconciliations and ensure all ledgers are closed as per company law.
* Liaison with banks, utility departments, clients, and vendors.
* Preparation of monthly closing Schedules, analysis, and implementation
* Preparing all Financial reports up to finalization

**Account Assistant (Club Mahindra Kumarakom) July 2014 – July 2015**

Club Mahindra, a part of the larger and renowned Mahindra Holidays & Resorts India Ltd. (MHRIL), was founded in 1996 to provide holidays on a timeshare basis. The brands under MHRIL include Club Mahindra Holidays, Club Mahindra Travel, Club Mahindra Fun days, Mahindra Homestays and Zest. Club Mahindra started with a single resort in Munnar in 1996. Presently, the company operates 41 resorts in India and abroad.

**Responsibilities**

* Daily Variance Review and Analysis of Receipts and Revenue against forecasted budgets
* Review of Bank Statements and Petty Cash Register
* Verify and upload of Purchase Orders and validate the Goods Receipt against them
* Manage electronic fund transfer and arrange bank deposit & withdrawals.
* Assisted with general accounting and month end closing
* Handle wage and salary calculation, as well as employee payouts and payment.
* Ensure timely processing of bills entry in SAP ERP and verification of bills.
* Preparation of cheques and payment vouchers.
* Make regular reports to the governing body on income, expenditure and any variations from budgets
* Maintains files, including filling of purchase orders, general ledger journal activity, accounts payable documentation, accounts receivable documentation, and other miscellaneous fillings.
* Responsible for managing the statutory compliances.

**Audit assistant (Jijo Jose & Co Chartered Accountants (Kerala, INDIA) October 2011 – September 2012**

“JIJO JOSE & CO”, is a professionally managed Chartered Accountancy Firm operating from Kerala, India. Our expertise lies in offering highly reliable Consultancy solution involving financial services, Indirect Tax, Direct Tax, company Law, Economic zone and Accounting services. Our team of Chartered Accountants assists clients in every possible manner to solve all their business problems. Further, we also in service involving Company registration in India, advice on joint ventures, Import Export Code, International Taxation Management

**Key Responsibilities**

* preparing financial statements, business plans, commentaries and budgets for management or client reports;
* Generating monthly General Ledger (MIS) Reports and checking the Balances.
* regularly undertaking audits, involving the examination of the organization’s accounts, analyzing risk, inspecting the organization’s current practices, investigating any financial irregularities and recommending improvements;
* Performed the Statutory and Internal audit of various Nationalized and Scheduled Banks, Public and Private Limited Companies and partnership firms
* Monthly review of Bank statement and preparing Bank reconciliation statement.
* managing expenditure, credit, payroll and investments;
* creating financial plans and forecasts;
* liaising with internal and external auditors and dealing with any irregular financial issues as they arise

**Education**

* **Masters in Business Administration (Finance & Marketing)** T.JOHN College of Management, Bangalore University, Gottegere, Bangalore, Karnataka,, India, August 2014
* **Bachelor of Commerce(B.Com)**,Bishop Vayalil Memorial Holy Cross College, Indira Gandhi National Open University**(IGNOU)**, Cherpunkal, Kottayam, Kerala, India, December 2011
* **Higher Secondary Examination**, St. Mary’s HSS, Bharanaganam, Kottayam, Kerala State Board, March 2008

**Achievements**

* Founder and first President of ‘Road Ragerz’, Kerala’s premier club for modified and classical cars. Participated in multiple national level competitions and won prizes.
* Founder and Sectary of ‘Evergreen Youth Society’, a club for promoting social awareness among the youth of the state.

**Personal Particulars**

* Birth Date: 1 October 1990
* Nationality: India
* Marital Status: Single
* Languages: English, Malayalam, Tamil